



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## ***Memorandum***

TO: Administration Committee

DATE: February 7, 2007

FR: Executive Director

W. I. 1112

RE: Contract Amendment – Elmwood Consulting

### **Background**

In December 2005, MTC's executive director entered into a sole source contract with Bruce Riordan of Elmwood Consulting for \$45,000 for meeting facilitation services to help MTC follow up on the Transportation 2030 Plan's "Calls to Action." Mr. Riordan has assisted with a number of meetings, including facilitation of forums related to Station Area Plans, Spare the Air and the Regional Rail Plan. He has also worked with the Joint Policy Committee on the topic of climate change, and with MTC advisory committees.

Staff recently amended the contract to extend the date of services for an additional year through December 2007 for additional work on the topic of climate change and meeting facilitation assistance associated with the development of the 2009 long-range plan. The recent amendment added \$25,000 under the Executive Director's signature authority. We now recommend that this Committee authorize an additional \$50,000 to fund the entire extension.

Bruce Riordan has worked as a private consultant for MTC for a number of years, assisting with public participation elements of the 2001 Regional Transportation Plan and the Transportation 2030 Plan. He is steeped in knowledge on the workings of MTC's advisory committees, facilitating meetings with all three. He also performed work for the Bay Area Air Quality Management District, including assistance with their successful November 2006 climate change event. Because of Mr. Riordan's combination of facilitation skills and subject-matter expertise on transportation, air quality and climate change, there are compelling business reasons for MTC to continue to contract with him.

### **Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Elmwood Consulting, Inc. in an amount not to exceed \$50,000.

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Steve Heminger

SH:EG

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1112
Consultant:	Elmwood Consulting Berkeley, California
Work Project Title:	On-Call Meeting Facilitation Services
Purpose of Project:	Consultant will assist in designing and facilitating meetings on various transportation issues, as well as help MTC staff with public participation activities associated with the 2009 long-range plan.
Project Cost Not to Exceed:	\$50,000 – this amendment (Original Contract \$45,000; January 2007 Amendment - \$25,000)
Funding Source:	Transportation Development Act
Fiscal Impact:	Available from FY 2006-07 Agency Budget
Motion by Committee:	That the Executive Director or his designated representative is authorized to negotiate and amend a contract with Elmwood Consulting to provide on-call meeting facilitation services and the Treasurer is directed to set aside funds in the amount of \$50,000 for such amendment.
Administration Committee:	<hr/> Bill Dodd Chair
Approved:	Date: February 14, 2007